

# Hammer Montessori Foundation

## Monthly Board Meeting

**Tuesday, 1/13/26 | 6:30 PM | Hammer Elementary Room 120 & online**

Online meeting link: [www.tinyurl.com/hmf-meeting](http://www.tinyurl.com/hmf-meeting)

For board members: HMF Board Drive

<https://drive.google.com/drive/folders/0AG1CBHR3dFqUUk9PVA>

### Agenda:

#### Attendees

Voting board members:

Kristen Vlietstra, President & Fundraising Chair

Lynn So, Vice President

Elmer Garduno, Co-Treasurer (online)

Jasmin Llamas, Co-Treasurer

Katy Bosworth, Secretary & Web Admin.

Nina Chantalat, Assemblies and Field Trips Chair (online)

Tatyana Mogannam, Events Co-Chair (online)

Marilia Inoue, Communications

Non-voting board members:

Mr. Bingham, Hammer Montessori Principal

Ms. Raychev, Lower Elementary Teacher Representative

Jasmine Rast, audit

Not present:

Kay Gonzales, Events Co-chair

Mr. Kossayan, Upper Elementary Teacher Representative

#### Meeting Details:

- I. Call to Order - 6:42 PM
- II. Approve Prior Minutes, 12/2/25 - approved
- III. Approval of the Agenda
- IV. Reports of Officers and Committees
  - A. Events Planning Chair \*\*Changing order\*\*
    1. Winter Bazaar review.

- Separate Committee for sign ups/table assignments for next year (keep things flowing before & during event)
- Feedback for set up/clean up/baking sale.
- Seemed like more kids made stuff, parents put more effort into making.
- Mr. Bingham: This event was awesomer than previous events. Crowded, lots of families, more original kid creations. Feedback: more joy? Courtyard to spread out more/ make it bigger?
- Kristen: photo booth with santa clause/ gingerbread house/ giant snowflake.
- Maybe spread out larger - open to foyer / somewhere else inside.
- Ms. Raychev: someone requested holiday music for festive/nice.

Big thanks to Tatyana and Kay from KRisten: thank you for running such a great event.

2. Bringing Kay up to speed with event's roles/responsibilities/Konstella. Consider Ulkar as excellent resource if Tatyana is not available - she would be pretty valued. **AR Kristen to ask Ulkar.**
3. Potential Teacher Pot-Luck between in February/ Valentines Day. Propose Friday 2/13/26 before break. (Note: Mr. Bingham potluck in March, Wendy to cover potato potluck) **Tatyana to confirm if Kay is willing to cover; Kristen to also put on her calendar to help facilitate.**
4. Walkathon
  - Shirt logo. Student proposals, esp 4th/5th graders (leave your mark before you graduate!). They can make rough design, we can give it to a professional to clean up design. Shirts April, contest March. KRisten: Good quality art paper, each student submit their design with "we're better together theme." Feature top 5, and display all fo the artwork in school. Bonus: can also share for Hammer day - inline with Hammer family values./
  - Prizes/giveaways. Does the plant guy have any other ideas? Green giveaway. AR Tatyana give contact info to Kay, have Kay work with him to get an idea/quote.
  - Kristen idea for WAT: We're better together, or some togetherness theme. We are about love, working together, acceptance. General agreement.
  - **Marilia: Get date for WAT into calendar. \*\*Confirmed on 1/20/26: Scheduled 4/24/26**

## B. Principal

1. [Open House for Prospective Students](#) - taking place tomorrow (9:30-10:30). Fortunately, we have enough volunteers signed up.
2. Fence around the garden - it looks GREAT!
3. [Teacher Funds from HMF](#) (what was the due date for 2025-2026? Due date for funds will be the last week of April 2026. Also, could someone update? **\*\*AR Katy: Last updated after 12/2/25 meeting; I will update with any new checks within ~1 day after each PTO meeting.**

Mr. K: 100.57

Ms. Rosbrugh: 40.0

Ms. Jay  $626.40+285=911.40$

Ms. Neal:  $23+143.11+12.28+10.92+26.24+51.13=266.68$

4. Elmer: anything HMF owes to Hammer, please provide before April so we can write checks by end of the year.

### C. President and Vice President

1. Kristen bandwidth: Feels like does not have pulse on school. Want someone super involved in the school to take this role - working with Mr. Bingham, Ms. Brush. Really well functioning system, roles are better defined, more organized.
2. New program/ project idea brainstorm. Anything else HMF can be doing that does not cost money, or are we doing enough. **AR Bingham: ask teachers - more we can do for the school?**
  - a. Could we mentor a Galarza PTO to liaison events - to be helpful, and helpful? Reapproach with new team focused on reciprocity and generosity.
  - b. Could we create Galammer communication method so that we can recruit volunteers for Galammer events?
3. Garden Fence Proposal quote [LINK](#) Thank you to the generous anonymous donor to build the garden fence. The garden fence meets our criteria; and this was a thing HMF wanted to fund but did not have the funds to fund this year. The donor will make a directed donation to cover the cost of the fence. Donor to make donation to HMF, HMF will also receive corporate match, and then donation and corporate match will be paid by HMF to Hammer. Any additional funds that are not needed for the garden fence cost will go directly to the garden. (For future reference: any directed donation need to be approved via e before funds are earmarked)

### D. Treasurers/Bookkeeping

1. 2024 Audit update, Jasmine Rast: Thanks to Kriya for leading, and thanks to Jasmine for volunteering to be a part. Few feedback items:
  - a. January 2025: after audit feedback, procedures improved. Bank statements open, printed, signed by treas + non-bank signer. Ending balance agree with bank statement. Deposited checks itemized with check numbers.
  - b. End of fiscal year: all checks need to be signed in April before end of fiscal year so that all checks are cleared in the fiscal year. (separate year causes problems).
  - c. Itemized receipts, itemized date/ time / teacher. Took sample of high transition amounts make sure receipts matched amounts - they matched, but hard to fine.
  - d. Meeting minutes were fine. Expenditures

- e. **NEW feedback:** Ledger: Want all monthly statements printed & put in the ledger book. Signed by both check signer and non-check signer. Paypal account also needs printed copies in the book.
- f. A few things didn't match, like when check was deposited one day late, so took some extra work to line things up and write exceptions.
- g. All findings are in audit files and left in a folder for everyone to read.
- h. Auditors have not responded back to say if there are any problems.
- 2. Benevity income update: Dec report total: \$8250.0
- 3. Signed bank statements: Plan to keep in locked drawer
- 4. **AR Jasmin L. & Elmer ask Audit committee to talk to district SCO person: Can we digitally sign file for storing in drive, or do we have to have physical copy.**
- 5. Current balances checking/savings: (bank website was down during meeting)  
**1/14/26 Update: Checking: \$40, 517.57. Savings 37,602.90**
- 6. FTB update by Elmer: Almost resolved, but was very difficult. Feedback, we hadn't submitted correct paperwork since 2013 for any year with income >\$50,000. Elmer has resolved using federal returns, except 2022-23, to complete this weekend. We have to pay the filing fee, \$25/year. Elmer to submit receipts when paid.
- 7. Need plan for transition: Elmer to be here for next year, but need someone to take bookkeeper role. Plan to find bookkeeping apprentice next year, and then take over 2027-28 school year. Could stay in the board, but not more bookkeeping because someone needs to learn this role.

## E. Fundraising

- 1. Annual appeal results:\$56,237 vs. \$50,000 goal. (and expect further Benevity matching coming still). Big thanks to Lynn for writing the thank you notes.

## F. T-Shirt Sales Update

- 1. New shirt order (classic only) check paid & picked up
- 2. AR: Need to audit Sweatshirts & add sweatshirts + new shirts to Konstella sales page. **AR Katy + Kristen to audit 1/25th 9am. Inventory whole closet.**
- 3. AR: Need to republish the Tshirt sales page every 7-10 days

## G. Field Trip and Assemblies

- 1. Let's Look at Art Presentations (FREE): Monday, January 26 (Raychev & Shenoy) & Tuesday, January 27th (Chaidez & Bergkamp) 3rd thru 5th TBD
- 2. Field trips: 1/2 Ardenwood in March.
  - a. Kinder has not done anything, need to reach out to get agreement. On schedule for in-home field trip, didn't do anything for the fall.
- 3. 3rd graders enjoyed Corey the Dribbler. Was expensive, so may not be able to repeat often! Ms. Raychev reports her daughter loved it and has been

## H. Web Admin/Communications Chair

1. To Bingham: For example the Walk N' Roll, how to recruit Galammer / non HMF projects? We need to recruit families, but it's on Galammer side, not HMF side. **Bingham to get back us.**

## I. Teachers

1. Note from Mr K - Unfortunately I cannot make it tonight as I am chauffeuring teenagers to various sports activities - and I apologize for not making it to many (any?) HMF meetings. I want to reiterate that HMF's work is vital to our classrooms. Here is a great picture of my student using Montessori Sentence Analysis, purchased recently using HMF Classroom funds. Thank you for your continued support and I am hopeful that we can continually support HMF's efforts and fundraising and events!



2. Ms. Raychev: continue to thank HMF for support. Ms. Jay happy with newly purchased supplies. Very much appreciate teacher things - and does not have to be huge or grand. Small things like donuts/coffee/ snacky items to put in the lounge for teachers. **AR Ms. Raychev: ask teachers most effective way for us to communicate to teachers at leadership meeting this week, email Kristen response.**

## V. Unfinished Business:

### Reimbursement Checks:

Mr. K: \$100.57, teacher reimbursement, Check # 1183

Ms. Rosbrugh: \$40.00, teacher reimbursement, Check # 1182

Ms. Jay 626.40+285= \$911.40, teacher reimbursement, Check # 1181

Ms. Neal: 23+143.11+12.28+10.92+26.24+51.13= \$266.68, teacher reimbursement, Check #1220

VI. New Business:

VII. Voted Items: 7/9 members present

1. Galammer garden fence project: HMF to receive directed anonymous donation from a known donor, total donation + match \$10869, and will then pay these funds to Hammer Montessori. Fence cost \$10,700, Remaining \$168 to be added to garden budget.

Board Action Requested

1. Approve acceptance of the anonymous donation and anticipated corporate matching funds. 7/7 yes
2. Approve reimbursement/payment for the Galammer Garden fence project upon receipt of funds. 7/7 yes
3. Authorize HMF officers to execute payment in accordance with financial controls. 7/7 yes

VIII. Action Items/Next Steps:

IX. Closed Session

X. Calendar/Comments/Announcements:

1. Next Board Meeting Tues. 2/3/26

Adjournment - 8:04 PM